

## Audit Log

<https://campus.barracuda.com/doc/98225305/>

The Audit Log displays a report of all activities in Data Inspector by date, category, description of the activity, user that took the action, user email, and remote IP address. Logged activities include changes to settings such as modifying user roles and adding/deleting classifier assignments, viewing the reports and previews, and more.

### Using the Audit Log

See the **Refining Log Results** section below to learn about searching, filtering or otherwise limiting the page results.

Click the reload icon  to view the latest log activities. Note: any implemented search, filters, or date ranges will be retained. To restore log results to default, reload the browser tab.

The export button  will export up to 10,000 activities and will be limited by any active searches, filters or date ranges.

Click the select columns icon , located at far-right, to limit the activity columns displayed. *Description*, *User*, *User Email*, and *Remote IP* can be added or removed. *Date* and *Category* are always displayed and, therefore, cannot be deselected.

Account: cudacodeus

### Audit Log

Date Range

03/13/2024 - 04/12/2024

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Apr, 05	1:59 PM	Viewed Preview	User viewed a preview. Item Path: /api_test_jY9FRBHa.pdf. Document page number: 1	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 05	1:59 PM	Viewed Detection	User viewed a detection. Item Path: /api_test_jY9FRBHa.pdf	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 05	1:57 PM	Viewed Preview	User viewed a preview. Item Path: /api_test_kFMw5Yn0.pdf. Document page number: 1	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 05	1:57 PM	Viewed Detection	User viewed a detection. Item Path: /api_test_kFMw5Yn0.pdf	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 05	1:57 PM	Viewed Preview	User viewed a preview. Item Path: /Documents/api_test_EvZai2km.pdf. Document page number: 1	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 05	1:57 PM	Viewed Detection	User viewed a detection. Item Path: /Documents/api_test_EvZai2km.pdf	John Sparry	jsparry@cudacodeus.onmicrosoft.com	198.35.20.112	
Apr, 03	10:01 PM	Modified Policy	User updated priorities for multiple policies. Affected policies : Default Policy, Temp, New Policy, Default policy, policy test, policy new, Policy 1.	Mabl Admin	mabl-admin@cudacodeus.onmicrosoft.c...	106.51.149.192	
Apr, 03	10:01 PM	Deleted Policy	User deleted a policy. Affected policies : dsds.	Mabl Admin	mabl-admin@cudacodeus.onmicrosoft.c...	106.51.149.192	
Apr, 03	10:01 PM	Modified Policy	User updated priorities for multiple policies. Affected policies : Default Policy, Temp, New Policy, Default policy, policy test, policy new, Policy 1.	Mabl Admin	mabl-admin@cudacodeus.onmicrosoft.c...	106.51.149.192	
Apr, 03	10:01 PM	Created Policy	User created a new policy. Affected policies : dsds.	Mabl Admin	mabl-admin@cudacodeus.onmicrosoft.c...	106.51.149.192	

<

1
2
3
4
5
...
27
>

100

1 - 100 of 2643 items

Click the back < or forward > arrows or one of the numbers at the bottom to view another page of activities. The number of activities shown per page can be changed via the dropdown menu .

## Refining Log Results

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There are multiple tools to help limit the displayed log items to those you are interested in.

### Search Box

Add text to the search field and the page will automatically display log items that contain that text in **User** or **Description**.

Or search for user, user email address, description, or remote IP address by entering *userName*, *userEmail*, *description*, or *ip* with <field>:<text> format. Wild cards such as \* and ? can help further control your search. Some of these require wild cards to search for text appearing in the middle or at the end of the searched content.

Examples:

- `user:ann` - Will find any user with *ann* as part of the name, such as *Annie* or *Kellyann Smith*.
- `userEmail:*@gmail` - Will find any User Email containing *@gmail*. Note: searching with `userEmail` will only match the beginning of a user email address unless you use a wildcard, like \* or ?
- `description:docx` - Will find a match if *docx* appears at any part of the description. *temp\_payroll.docx* and *payrollDocxTempFile* are examples.
- `ip:202.15` - Will find any IP address that begins with *202.15*. Note: searching with `ip` will only match the beginning of an IP address unless you use a wildcard, like \* or ?

### Filter Button

Focus on a single category.

Click the filter button  to open a list of all categories with the number of activities that occurred for each. Clicking a checkbox will limit the displayed activities to only those in the selected category. Categories with zero activities are grayed out and cannot be selected.

### Filter

Category

- Created AccountDeletion (0)
- Created Classifier (144)
- Created Connector (0)
- Created DelegatedSupportAccess (0)
- Created Policy (28)
- Created RoleAssignment (22)
- Deleted AccountDeletion (0)
- Deleted DelegatedSupportAccess (0)
- Deleted KeywordClassifier (84)
- Deleted KeywordFileClassifier (42)
- Deleted Policy (26)
- Deleted RoleAssignment (22)
- Exported AuditLog (208)
- Exported Detection (654)
- Exported ScanLog (919)
- Login (0)
- Modified Authorization (9)
- Modified Config (0)
- Modified Connector (0)
- Modified Feed (0)
- Modified KeywordClassifier (184)
- Modified KeywordFileClassifier (79)
- Modified Policy (73)
- Modified User (0)
- Viewed Feed (0)
- Viewed Preview (13)
- Viewed Report (0)



## Date Range

Limit page results to those that occurred in a given time period.

Click the calendar icon on the **Date Range** field to open the date range selector. Click on one of the built in presets at left (i.e. *Last 3 Days*, *Last 30 Days*, etc.) or select a range by clicking on the days in the calendar.

Date Range **04/01/2024 - 04/11/2024** 

Search by username or description

Last Day	01 April 2024	→	11 April 2024
Last 3 Days	<input type="button" value="←"/> <input type="button" value="Apr"/> <input type="button" value="2024"/> <input type="button" value="→"/>		<input type="button" value="←"/> <input type="button" value="May"/> <input type="button" value="2024"/> <input type="button" value="→"/>
Last 7 Days	Su Mo Tu We Th Fr Sa		Su Mo Tu We Th Fr Sa
Last 30 Days	31 <b>1</b> 2 3 4 5 6		28 29 30 1 2 3 4
Last 90 Days	<b>7</b> 8 9 10 <b>11</b> 12 13		5 6 7 8 9 10 11
	14 15 16 17 18 19 20		12 13 14 15 16 17 18
	21 22 23 24 25 26 27		19 20 21 22 23 24 25
	28 29 30 1 2 3 4		26 27 28 29 30 31 1

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